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DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR
ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #04, FY09

SUBJECT: Amendment to *DOC Travel Handbook*

EFFECTIVE DATE: February 26, 2009

EXPIRATION DATE: Effective until change is made in *DOC Travel Handbook*.

BACKGROUND: Section C301-10.453 of the *DOC Travel Handbook* currently limits flexibility to rent larger vehicles in instances where safety and environmental factors are present.

PROVISION: The current section C301-10.453 is replaced with this wording:

The employee is authorized to rent a compact-sized car, unless transporting a large amount of government property that requires a larger car or providing transportation for more than two additional employees who are also on official travel. Further, employees are authorized to rent vehicles based on existing safety and weather considerations, pursuant to applicable laws, rules, and regulations, or by approval of appropriate management officials.

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